



Job Description: District Office Special Assistant

Representative Elissa Slotkin is seeking a full-time Special Assistant for her Lansing, Michigan office.

The Special Assistant will report to the District Director.

Interested candidates should submit a resume with two professional references, a cover letter, and one writing sample of 1,000 words to "jobs.mi08@mail.house.gov".

Responsibilities of the Role:

- Managing all Michigan scheduling for Representative Slotkin, coordinating closely with the Washington, DC-based Director of Operations;
- Staffing Representative Slotkin as appropriate;
- Assisting the District Office leadership team with general office management and special projects;
- Representing the Office of Representative Slotkin at some community events in the Lansing area;
- Additional projects as assigned by the District Office leadership team.

Candidate Qualifications:

Candidates should be college graduates and have a strong desire to learn how Congress works by joining a dynamic office. Ideal candidates are:

- Experienced in scheduling and/or directly supporting a senior leader;
- Hardworking and detail-oriented self-starters;
- Team players, able to work both collaboratively and individually;
- Excellent oral and written communicators;
- Able to produce high quality work in a fast-paced environment under tight deadlines;
- Enthusiastic, collegial, and professional.

The Office of U.S. Representative Elissa Slotkin is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.